



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**

CONTRACTS AND PROCUREMENT ADMINISTRATION



October 18, 2007

SUBJECT: Invitation for Bid for Maryland and Virginia Home Licensing Services

TO ALL PROVIDERS:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), is seeking Contractors to provide foster/adoptive home studies, regulatory reviews, and ongoing supportive services in the State of Maryland and/or Commonwealth of Virginia for foster/adoptive homes outside the District of Columbia.

The attached Invitation for Bid (IFB) should be completed to assist CFSA in qualifying your company. The letter transmitting the proposal must be signed by an officer authorized to bind the respondent as required by this IFB. Respondents must follow the prescribed format or they shall be deemed non-responsive. Adherence to the IFB format by all respondents will ensure a fair evaluation. Written questions must be submitted by November 2, 2007 to cfsa.cpa@dc.gov. To submit a bid, the offeror must meet, and provide proof of, the following minimum requirements:

- a) current licensure as a Child Placing Agency in the jurisdiction of proposed service;
- b) a minimum of three years providing the proposed service;
- c) current or previous contractual relationship(s) with the Child and Family Services Agency or other governmental entity in the proposed jurisdiction, for this service, as a prime contractor;
- d) satisfactory record of performance in the above-referenced contractual relationship(s) as evidenced by evaluations provided by said governmental entity;
- e) demonstrate the organizational ability to provide services for all five (5) Contract Line Items (CLIN) for a minimum of seventy five (75) cases in the State of Maryland. For those vendors interested in proposing service in the Commonwealth of Virginia, they must demonstrate the organization ability to provide service for all five (5) Contract Line Items (CLINs), with no case minimum.

Your completed bid with any attachments should be submitted by November 19, 2007, at 12:00 p.m. to:

District of Columbia Government
Child and Family Services Agency
Contracts and Procurement Administration
Jim R. Moya
Agency Chief Contracting Officer
955 L'Enfant Plaza, SW Suite 5200
Washington, DC 20024

Electronic copies of the IFB may be obtained at www.cfsa.dc.gov.

CFSA appreciates your interest and we look forward to your possible participation in this procurement.

Sincerely,

Jim R. Moya
Contracts and Procurement Administrator
Agency Chief Contracting Officer

Filename: IFB cover letter (4)
Directory: C:\Documents and Settings\Dstewart\My Documents\Internet Updates\Contracting
Opportunities
Template: C:\Documents and Settings\Dstewart\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: DCCFS
Keywords:
Comments:
Creation Date: 10/19/2007 2:43:00 PM
Change Number: 3
Last Saved On: 10/19/2007 2:44:00 PM
Last Saved By: Djcarter
Total Editing Time: 1 Minute
Last Printed On: 10/26/2007 9:54:00 AM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 394 (approx.)
Number of Characters: 2,246 (approx.)